

**NOTIFICATION OF COMPLETION OF CAPITAL EQUIPMENT  
FABRICATION OR DEBT-FINANCED PURCHASE**

**Activity Code:** \_\_\_\_\_

The capital asset described by the above Activity is now complete and ready to be placed in service. Please make the appropriate entries using the following information.

**Equipment Asset Categorization**

The equipment asset should be broken out as follows:

<u>Obj</u>	<u>Description</u>	<u>Dollars</u>	or	<u>%</u>
1000	General, Nonsponsored	_____		_____%
1001	General, Sponsored	_____		_____%
1020	General, Debt Financed	_____		_____%
1003	Scientific, Nonsponsored	_____		_____%
1004	Scientific, Sponsored	_____		_____%
1021	Scientific, Debt Financed	_____		_____%
1030	Computer, Nonsponsored	_____		_____%
1031	Computer, Sponsored	_____		_____%
1050	Computer, Debt Financed	_____		_____%
1032	Software, Nonsponsored	_____		_____%
1033	Software, Sponsored	_____		_____%
1051	Software, Debt Financed	_____		_____%
1060	Residential F+F, Nonsponsored	_____		_____%
1061	Residential F+F, Sponsored	_____		_____%
1080	Residential F+F, Debt Financed	_____		_____%
1090	Office F+F, Nonsponsored	_____		_____%
1091	Office F+F, Sponsored	_____		_____%
1100	Office F+F, Debt Financed	_____		_____%
1120	Vehicle, Nonsponsored	_____		_____%
1121	Vehicle, Sponsored	_____		_____%
1130	Vehicle, Debt Financed	_____		_____%
TOTAL		_____		<u>100</u> %
		(must = total \$s in Activity)		

**Coding**

Please use the following coding for the loan liability and debt service:

**Loan Liability**

(fill in Org) Tub . \_\_\_\_\_ . Object . 000000 . Equip Activity . 0000 . 00000

**Loan Principal Charge**

(fill in Org + Fund) Tub . \_\_\_\_\_ . Object . \_\_\_\_\_ . 000000 . 0000 . 00000

**Loan Interest Charge**

(fill in Org + Fund) Tub . \_\_\_\_\_ . Object . \_\_\_\_\_ . A13 Activity . 0000 . 00000

**Approval**

Tub Officer \_\_\_\_\_ Date: \_\_\_\_\_

OTM \_\_\_\_\_ Date: \_\_\_\_\_  
(debt financed projects)

OFAA \_\_\_\_\_ Date: \_\_\_\_\_  
(non-debt financed WIP)

*Submit form to Amy Johnson, Holyoke Center, Room 780 (debt financed projects) or  
Nicole Sears, Holyoke Center (non-debt financed projects)*